

DDA Cost Reduction and Efficiency (CORE) Working Group

User ID's

Recent Efficiencies Without any Adverse Effect on Service

Recent Efficiencies Through Centralization or Elimination of Duplication

Recent Efficiencies Through Capital Investment

Recent Efficiencies with Adverse Effect on Service

Future Efficiencies Without any Adverse Effect on Service or Improvement of Service

Future Efficiencies Through Centralization or Elimination of Duplication

Future Efficiencies through Capital Investment

Future Efficiencies With Adverse Effect on Service

DDA CORE Working Group Schedule

Hand Written Notes

Category I - Cost Savings

O/Information Services (Combining the Agency Archives and Records Center)

CAT II CORE Submissions

Memo re CORE Submissions

CIA Committee on CORE -- Status Report

CORE Schedule

DDA Cost Reduction and Efficiency (CORE) Working Group Agenda for 30 Jun 81 Meeting with DDA

DDA CORE

Activities Where Cost Savings Can be Realized

Info for CORE Committee - Doing More with Less

Agency Cost Reduction and Efficiency Committee

Cost Reduction and Efficiency (CORE) Working Group

Dept of Transportation Charter, Cost Avoidance, Reduction, and Efficiency Committee (CARE)

Cost Reduction and Efficiency (Memo from DCI)

Suggestions for More Streamlined/Cost-Effective Operations

STAT

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RECENT EFFICIENCIES WITHOUT ANY ADVERSE EFFECT ON SERVICE

1. Logistics Service Division (LSD) change in courier runs, use of Blanket Purchase Agreements, elimination of overtime, etc.

2. Prepositioning of stock at Regional Support Activity, [REDACTED]

STAT

3. Extensive use of U.S. Government excess property lists

STAT

4. Establishment of [REDACTED]

STAT

5. [REDACTED]

6. Forcing greater contract competition (NPIC Development Program)

RECENT EFFICIENCIES THROUGH CENTRALIZATION OR
ELIMINATION OF DUPLICATION

RECENT EFFICIENCIES THROUGH CAPITAL INVESTMENT

1. Printing plant equipment

STAT

2.

3. Data processing:

CONIF (Contract Information System) improvements

FARS (Federal Automated Requisitioning System)

P&PD MIS (Printing and Photography Division's Management
Information System)

SECOND (Security Contractor Data System)

STAT

4.

core construction and redesign of packing and crating

RECENT EFFICIENCIES WITH ADVERSE EFFECT ON SERVICE

1. "Freezing" of Metropolitan Washington Area renovation and construction.
2. "Freezing" of furniture procurement

FUTURE EFFICIENCIES WITHOUT ANY ADVERSE EFFECT ON SERVICE
OR IMPROVEMENT OF SERVICE

- STAT
1. Use civilian guards
 2. Close Center for Study of Intelligence
 3. Collect interest on bank accounts
 4. Use of Government Travel Requests by people under cover
 5. Eliminate classification review (EO 12065)
 6. Eliminate Freedom of Information Act
 7. More use of conference calls
 8. All-weather tires vice snow tires
 9. Establish Regional Support Activity, STAT
 10. Consolidate all transportation in OL (OSG, OSO, OD&E, etc.)
 11. Use office personnel for some ADP programming and maintenance ("do your own")
 12. Decentralize recruiting and pay "headhunters" and employee bonuses
 13. More up-front planning - reinitiate support annexes
 14. Reduce or eliminate most unclassified publications - FBIS, Heads of State, etc.
 15. Make customers of printed products outside the Intelligence Community pay for publications
 16. Make FBIS and JPRS self-sustaining
 - STAT
 17. Cut down on conferences
 18. Contract out secretarial services for unclassified work

FUTURE EFFICIENCIES THROUGH CENTRALIZATION OR
ELIMINATION OF DUPLICATION

1. Merge Ruffing and DDO centers
2. Collocation of C-4 and Ruffing or DDO center
3. Consolidate micrographics
4. Consolidate copier management
5. Agency-wide equipment standardization
6. Consolidation of graphics
7. Publications review committee
8. Use contract guards and "blue blazers" in Metropolitan Washington Area

FUTURE EFFICIENCIES THROUGH CAPITAL INVESTMENT

1. TEMPEST test equipment

2.

3. Maximum buy of cryptographic equipment

4. Acceleration of installation of secure voice switches

5. Extension of overseas tours

6. Front-end investment in SKYLINK

7. OC Recapitalization

8. New Building at Headquarters

9. Logistics Integrated Management System (LIMS)

10. New printing and material handling equipment

11. Utility reliability improvements

12. Augmentation of covert action support mechanism

13. Additional classrooms at Chamber of Commerce Building, Headquarters,

14. New automated payroll and information management system

15. Reduction of manual operations through data processing:

LIMS (Logistics Integrated Management System)

ASAPS (Agency Standard Automated Property System)

FARS (Federal Automated Requisitioning System)

STA (Single Transportation Allotment)

16. More diesel vehicles

17. Improved energy efficiency of existing buildings

STAT

STAT

FUTURE EFFICIENCIES WITH ADVERSE EFFECT ON SERVICE

STAT

1. Reduce training time (OC)
2. Reduce training Agency-wide
3. Limit movement of secure or black telephones
4. Reduce cable dissemination file
5. Eliminate handwritten corrections, additions, deletions on cables and telepouches
6. Reduce paper reports through ODP
7. Eliminate guard services at garage and tunnel
8. Close DCI garage
9. Close Executive Dining Room
10. Eliminate Media Highlights
11. Greater support from cover agencies
12. Increase sea shipments
13. Eliminate early-morning and afternoon shuttles
14. Eliminate chauffeurs
15. Accept security clearances from other agencies
16. Eliminate pneumatic tube system

STAT

17. Combine office space for & OP & OS domestically
18. Put Genographics in P&PD
19. Print cables ten lines per inch

STAT

III

Future Enforcement \rightarrow no adverse
impact effect

without inter adverse effect.

DDA CORE WORKING GROUP

SCHEDULE

- STAT
- o All paragraphs and associated cost savings for the capital investment category should be submitted to (C/DND/OC, 1B24 HQS) by COB 6 July 1981.

- STAT
- o The paragraphs on past efficiencies and covering memorandum (which is drafting and will forward prior to the meeting) will be discussed at the 8 July 1981 meeting. *(enclosed)*

- o At the 15 July 1981 meeting, the group will discuss the capital investment submittals.

Also, the paragraphs on all remaining categories for future efficiencies are due to the Deputy Director of Logistics by COB 15 July 1981.

- o At the ²⁹~~27~~ July 1981 meeting the topic of discussion will be the submittals on all remaining categories.

Note: The CORE meetings
will be held in
Room 3E14, Headquarters.

Core Meeting 5 August 81

ODP

STAT

25X

- ~~III~~
1. Pool Data Terminals
Dad will ✓ with John re deleting -
 2. Reproduction of Cables at Eight lines per inch.
Move to Cat IV "with adverse impact".

- ~~IV~~
1. Reduction of Cable Dissemination File
✓ for [redacted] - Costs transferred to ODP?
 3. Eliminate Handwritten Corrections on cables + telep.

Savings
\$ 30,000

- ~~V~~
- Combine Offices of Commo, USO, OD+E,
Commo Support Groups

Definitize Current Costs + Positions

Would be like a copy of III, IV + V
draft?

1 B24

~~III~~ [redacted] re Item 1

[redacted] re Item 4 Current \$ figure
" ODP Prompt Payment Item - Does OF
OUT have one to replace it?

- ~~IV~~ ✓ [redacted] Item 2, Reconstitute
med, eval, Prog. - Elaborate

- ~~V~~ ✓ [redacted] Item 2, Consolidate all
Agency medical related Tasks - Elaborate

[redacted] - Item 1 Centralize Travel Accounting -
on numbers
Same with item 2 Consolidation of all financial
management in O/FIN

Cat III

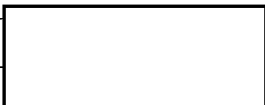
all to me by
FridayOIS #1 move to Cat IV
Change titleOF page #4
" #5OL Items 1 Change to last item
2
3
4
5
6 Take out
8 TypoODP ✓ 2 Delete
3 Delete if included in OF ??
✓ 5 take 10% of figures
✓ with Charlie - . . .OZ page 1 WITHOUT - Johnson
Item 4 change titleOTZ page 1 WITHOUT
#2 misspelling

OC #1 Jan to ✓ with




STA

#2 " " " " move to CAT IV?

~~IV~~✓ OMS Item #2  to call me

STA

OC Item #1 Transfer costs to ODP
✓ 6 
#3 \$ 30,000

STA

IV

- OL #2 Add sentence
 Take out last
 #4 change to \$66,000
 + move to Cat V
 #5 & 7 Delete
 #8 "Unknown"

OS bubbling

- OTE #3 Delete
 #7 changes

~~consolidate~~
 Establish a Conference Center
 at Hedges Neck - in add to
 Neil - OS activity
 in line of
 ext use of Savings
 Unknown

STA

IV

OIS #2 type

- OMS #1 changes
 #2 O/T to call

OC #1



Geno

- OF #1 Charlie to Call
 #2 " " "

- OL #1 change #7 Rewrite
 #2 change
 #3 change
 #5

~~add to add item [unclear] to V ??~~

OS 1 Delete

STA

Core Meeting 22 July 81

✓ Competitive Proc. not duplication —
ODP

✓ PD
OF

STA

ODP

✓ ODP p. 4 #3 Yes, but OF does not claim.
OK p. 2 #2 Okay Should this be OF?
dyslexic??

p. 4 ODP

100,000 in HC ✓
with Tony ✓ & Sec + ODP
why are we doing

STA

p. 5
Rich will
with Ed S. + call me.

Is this a saving or Trans
from 1 element of Agency to
another. Agency Savings??

✓ do they believe in those
savings? If not \$

OK ✓ p. 2 #2 How does this
relate to past savings
✓ not be larger?

p. 3 #3 Mention Colby efforts
preclude year end
funding — They have not
produced successful —

100,000 peanuts compared
to \$ values we are
talking about — millions

STAT

p. 5
✓ Better prices would result
give the Frank example —
successful functioning

8 Officers + 1/2 Area

STAT

p. 6 #6 P+TS - employees
that they presently know -
Agency want again point
not "on-the-road" -

p. 7 #7 GPB Kelly girls -
Agency-wide touchpoint -
OCR - FBIS etc.

p. 8 #8 greater use of program
for Agency-wide.
Get figure from

STA

IV

OL Shuttle

USD Chauffeurs (pool drivers) no
will get rid of assigned drivers to the DDBs
to use pool drivers -
provided by indpt. no longer on our
IOs - DDA -

p. 4 #4 tube just - take out

p. 6 #5 lights - take out

p. 7 #7 Senior Geographics - P+PD
Do they think savings would
result Agency-wide - if not drop
try to get some #s.
And FAC operation
more people than
OSSA

P+PD

P. 8 #8 Cost of material vs personnel

Story with Pub Review
coming from 9+10

either drop or combine

9 - not reimbursed for labor

reimburse for labor, just materials -

material plus overhead - Agency gets not P+PD

11 Same argument - material -

Budget 10 1/2 mill. 2.4 mill material 75% is classified - 500,000 unclassified

Cat V

has

FBIS charges a subscription fee -

#1 3,000,000 too large

✓ with



STA

#5

P. 3

~~Where does graphics~~

~~stamp~~

~~DDS+T + OTE response~~

~~NFAC + OC - against~~

~~III~~

~~Decentralized Output Media Centers~~

~~Open~~



~~Write up -~~

III

OMS - 11,000
 OL - Add 2 + Type
 Stem #5
 " #6
 ODP Stem #3
 OS " #6

IV

OC Stem #1 Call
 OL " #3 Call
 " 4
 OTE page 5

V

OMS #2
 OC 1
 OL 1